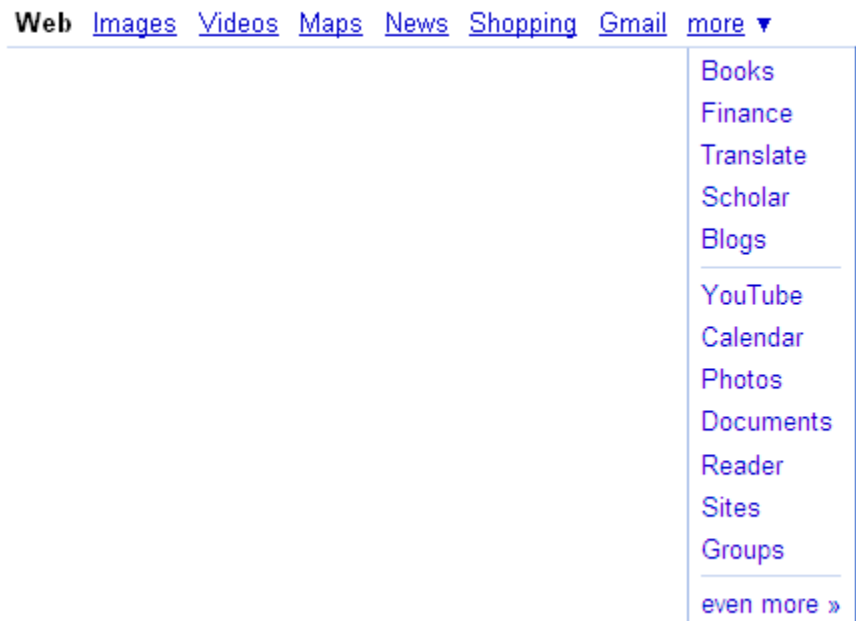


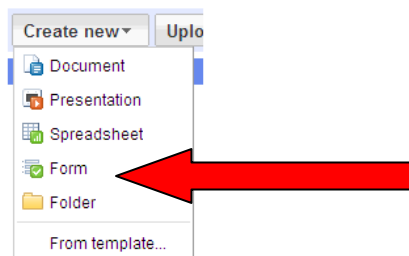
Creating a Google Form

Google has created Google Forms to gather information for a large number of people without having to send and receive multiple emails. It allows you to create a form with several questions. Google will keep track of the answers as people respond and the results are added to a spreadsheet.

1. Go to www.google.com and find your google documents. Click on more on the tab on the top of the web page.






2. You already registered for Google Documents so sign in.
3. Click on Create New and then click on Forms.



4. A new window opens and will allow you to edit your form. The first step is to add directions in the box below, telling the recipients reasons for the form. Example “Please answers the following questions in regards to your experiences with parent involvement.”

+ Add item | Theme: Plain | Email this form | See responses | More actions | Save

You can include any text or info that will help respondents understand your question.

Question Title   

Help Text

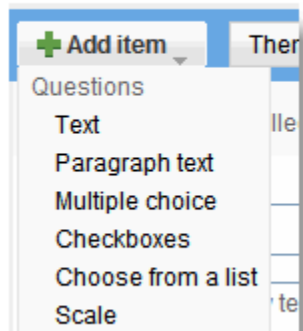
Question Type ▼

Their answer

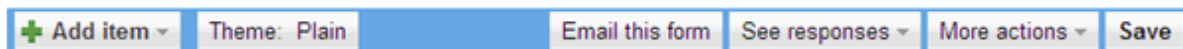
☐ Make this a required question

Sample Question 2

5. Add question title, help text, and question type. You can add different types of questions to your forms by clicking Form and Add item at the top of the editing page. Here are some of the question types you can choose: check boxes, grids, drop-down lists with options, multiple choice, paragraph text, which allow for long answers, and scale to ask your invitees to grade something in a scale from 1-5, for instance.

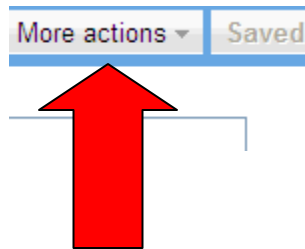
A screenshot of the question editor form. It has a yellow background. The 'Question Title' field contains 'Sample Question 1'. The 'Help Text' field is empty. The 'Question Type' dropdown is set to 'Text'. Below these fields is a dashed box labeled 'Their answer'. At the bottom, there is a 'Done' button and a checkbox labeled 'Make this a required question'.

6. Notice that you can also Make this a required question. If you need it to be answered do not forget to check that box. Then when you are done click Done. Help Text is just a hint. For example, if the question is “Where did you attend college? The Help Text may be, “please indicate undergraduate institution.”
7. Adding a question is done by clicking on Add Item.

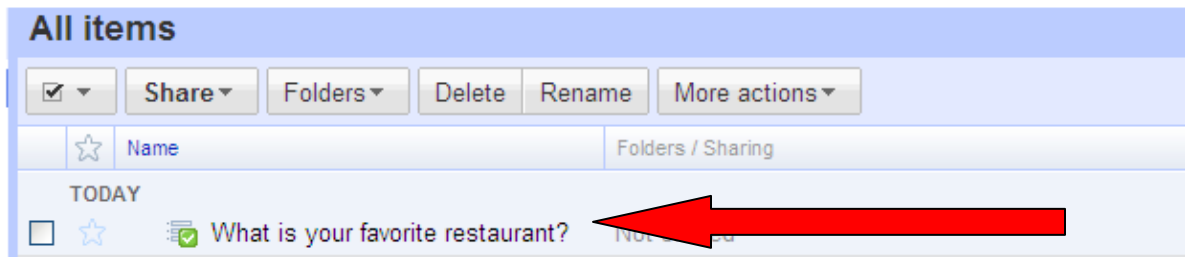


8. Now sending it to your invitees. You can do this by Emailing this form. This way the form is emailed to the invitee.

9. However you can embed the email on to a blog, website or wikispace. Click the **More actions** drop-down menu at the top of the form, select the **Embed** option, and paste the URL into your site or blog.



10. Now the responses given by your invitees are compiled on a spreadsheet in your Google Documents. Go to your Google Documents and find the title of your form. When you open it you can view and analyze the results.



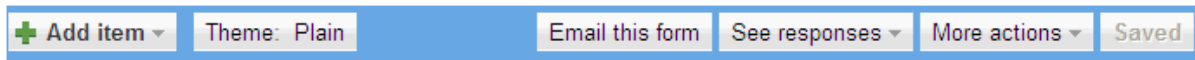
Google docs What is your favorite restaurant? Autosaved on 12:13 PM EST Sha

File Edit View Insert Format Form (2) Tools Help

	A	B	C	D	E	F
	Timestamp	What is your favorite restaurant?	What is your name?	What is your name?		
2	1/5/2010 12:13:39	Peter Luger's	Frances O'Neill			
3	1/5/2010 12:13:50	La Villa	Wayne Demacque			
4						
5						
6						
7						

Optional

11. Google offers the option of giving your form a theme. On the top near Add Item, is Theme. Click on it.



12. Choose a theme and your form has a theme!

